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Commonwealth of Kentucky
DEPARTMENT OF WELFARE
Division of Hospitals and Mental Hygiene

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RULES AND REGULATIONS
FOR THE
Mental Hospitals and the Feeble-Minded Institute

Issued April 11th, 1939
Under Authority Section 4, Chandler-Wallis Act
By J. G. Wilson, M.D.
Director, Division of Hospitals and Mental Hygiene

Approved April 11th, 1939
By Margaret Woll
Commissioner of Welfare

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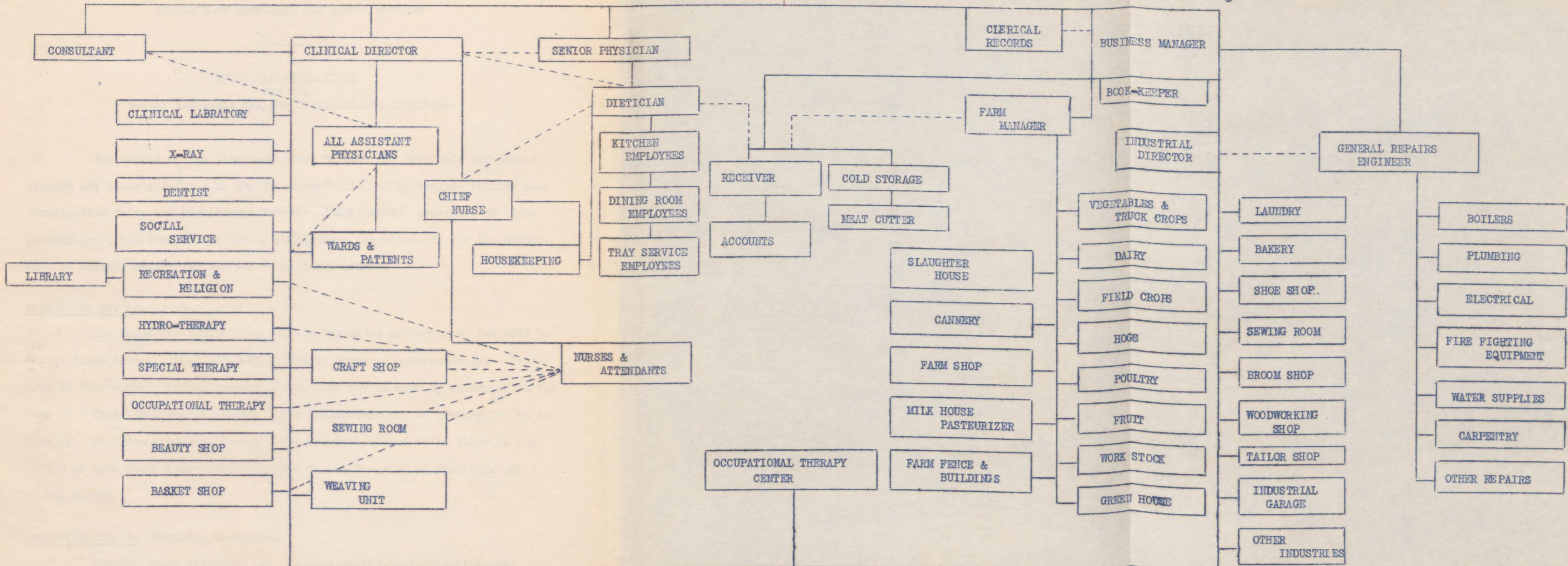
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Clinical and Custodial

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COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WELFARE
DIVISION OF HOSPITALS AND MENTAL HYGIENE

—
RULES AND REGULATIONS
for the
Mental Hospitals and the Feeble-Minded Institute

The duties of the Director of the Division of Hospitals and Mental Hygiene are clearly defined in the Chandler-Wallis Act to include issuing and promulgating rules and regulations for the administrative procedure of State institutions, and formulating rules, regulations and standards for the employment of persons within the several State institutions.

Regulation No. 1:

The rules and regulations promulgated under authority of law will be called Regulations. Each regulation will be numbered consecutively. From time to time changes in the present Regulations may be made by amendment in the form of a Division Circular Letter. Now Regulations may be promulgated in the form of a Division Circular Letter. The Regulations are to be filed in the office of each State institution assigned to the Division of Hospitals and Mental Hygiene.

Regulation No. 2: Hospital Districts.

The following districts are assigned to the State Hospitals and patients will be committed to the hospital serving the district in which they reside.

EASTERN STATE HOSPITAL, Lexington, Kentucky, Counties of -

Anderson	Greenup	Mason
Bath	Harlan	Menifee
Bell	Harrison	Mercer
Bourbon	Jackson	Montgomery
Boyd	Jessamine	Morgan
Boyle	Johnson	Nicholas
Bracken	Knott	Owsley
Breathitt	Knox	Pendleton
Carter	Laurol	Perry
Clark	Lawrence	Pike
Clay	Lee	Powell
Elliott	Leslie	Pulaski
Estill	Letcher	Robertson
Fayette	Lewis	Rockcastle
Fleming	Lincoln	Rowan
Floyd	McCreary	Scott
Franklin	Madison	Wayne
Garrard	Magoffin	Whitley
Grant	Martin	Wolfe
		Woodford

CENTRAL STATE HOSPITAL, Lakeland, Kentucky, Counties of -

Adair	Green	Owen
Boone	Henry	Russell
Bullitt	Jefferson	Shelby
Campbell	Kenton	Spencer
Casey	Marion	Taylor
Carroll	Nelson	Trimble
Gallatin	Oldham	Washington
		Wayne

WESTERN STATE HOSPITAL, Hopkinsville, Kentucky, Counties of -

Allen	Fulton	Meade
Ballard	Graves	Metcalfe
Barren	Hancock	Monroe
Breckinridge	Grayson	Muhlenberg
Butler	Hardin	McCracken
Caldwell	Hart	McLean
Calloway	Henderson	Ohio
Carlisle	Hickman	Simpson
Christian	Hopkins	Todd
Clinton	Larue	Trigg
Crittenden	Livingston	Union
Cumberland	Logan	Warren
Daviess	Lyon	Wobster
Edmonson	Marshall	

Regulation No. 3:

The director may authorize the admission of a legally committed patient to any State hospital when, in his opinion, the exigencies of the case warrant such an admission, or authorize his transfer from one institution to another when deemed advisable.

Regulation No. 4: Duties of the Superintendent

The superintendent of the institution shall be the chief executive officer of the institution, and in his absence or sickness the first assistant or clinical director or other physician designated by the superintendent shall perform the duties, exercise the powers and be subject to the responsibilities of the superintendent.

Regulation No. 5:

Subject to statutory powers and the regulations of the director, the superintendent shall have the supervision and management of the institution which includes all buildings, grounds and farms, together with furniture, fixtures and stock, and the direction and control of all persons therein.

Regulation No. 6:

The superintendent shall personally maintain an effective supervision and inspection of all parts of the institution, and generally direct the care and treatment of the patients.

He shall make or cause to be made a preliminary examination of each patient within thirty minutes after admission to the institution. The superintendent shall regularly visit all wards or apartments for patients at least once a week, and he shall prescribe rules for his officers and assistants to make daily inspections of the sections of the institution under their direction.

Regulation No. 7:

The superintendent shall appoint officers and employees in such numbers and at such salaries as are prescribed by law and regulation for the designated position. He shall also prescribe the duties of each officer and employee, or assign such prescription of duties to the heads of department of the institution.

Regulation No. 8:

The superintendent may, subject to the provisions of the Chandler-Wallis Act, remove any officer or employee. Upon any such removal he shall make a record thereof, with the reasons therefor, in a permanent record of the institution. He shall also state these reasons on all copies of official advice of "change in status of employees", Form PE-4, which he is required to forward to the Division of Personnel Efficiency and to the Director of the Division of Hospitals and Mental Hygiene. He shall not discharge any employee who has continuously served in his position for six months, until such discharge has been approved by the Director of the Division of Hospitals and Mental Hygiene. He may, however, suspend him from duty, pending the receipt of approval for discharge. He shall also report all serious illness or accidents or deaths among employees to the Director of the Division of Hospitals and Mental Hygiene, and keep a book in which these are recorded.

Regulation No. 9:

The superintendent is authorized to give such orders and instructions as he may deem best calculated to insure good conduct, fidelity and economy in every department. Salutary discipline must be maintained among all employees of the institution, and rules and instructions of the superintendent must be uniformly obeyed.

Regulation No. 10:

The superintendent shall cause full and fair accounts and records of the entire business and operations of the institution to be kept regularly from day to day in books and records provided for the purpose.

Regulation No. 11:

The reports of the activities of the institution shall be made for each month by the fifth day of the following month to the director on forms and in such manner as may be requested by the director.

The annual report of all activities shall be made to the director by the tenth day following the close of the fiscal year.

Regulation No. 12:

The superintendent shall cause to be kept a record in which is entered at the time of reception of a patient, his name, residence, occupation, by whom brought and by what authority, on whose petition committed or received, and an abstract of all official certificates or papers accompanying such persons.

Regulation No. 13:

The superintendent is authorized to utilize such municipal or state laboratory services that may be received without expense to the institution other than for transportation or of supplies.

Regulation No. 14:

When the director is satisfied that the state hospital is prepared for the purpose, he shall issue instructions for a mental hygiene clinic or clinics to be held, by members of the staff of the state hospital concerned, at places designated by the director.

Regulation No. 15:

The superintendent is authorized with power of investigation, or to

delegate such power to one detailed by him, into the care and treatment of any patient, the conduct or neglect of any officer or employee.

Regulation No. 16: Organization of the Hospital Under the Superintendent

The clinical director shall serve under the general direction of the superintendent, as coordinator and director of all special care and treatment of the patients of the institution.

He shall have his office in the administration center.

He shall assign all new patients to the physicians for psychiatric examination and treatment.

He shall conduct staff meetings at least twice a week for the presentation of patients for diagnosis, treatment, parole or discharge.

In the absence of the clinical director, the superintendent shall assign one of the staff physicians to act as clinical director.

No patient may be transferred from one ward to another ward without the approval of the clinical director, or such other employees as the clinical director may designate to approve such transfers.

The clinical director will assign selected cases to the field liaison worker.

The clinical director shall have supervision of the activities of the clinical laboratory, X-ray, pharmacy, surgery, hydrotherapy, occupational therapy.

The clinical director shall cooperate with the Supervisor of Nurses in her assignment of nurses and attendants to duty where and when required.

The special diets must be checked at intervals by the clinical director to see that special diets are obtained and that too many are not being so served.

The clinical director will post instructions in the receiving ward for care of new patients.

He will conduct, from time to time, special classes of instruction to new attendants.

Regulation No. 17: The Case History

The history of each new patient in a state hospital will be prepared in the following manner on the prescribed forms:

The case history will be kept in a special folder which has the proper identifying data. The history will be recorded under the following headings:

Family history

Personal history

Personality

Physical examination

Neurological examination

Mental Examination:

Attitude and general behavior

Stream of mental activity

Emotional reactions

Mental trend; content of thought

Sensorium, mental grasp and capacity

Summary:

The outline of Cheney's "Handbook of Mental Examination" will be followed as much in detail as is practicable.

Regulation No. 18: Routine Clinical Examination

1. Urinalysis
2. Blood Wassermann or Kahn
 - a. Spinal fluid Wassermann and Colloidal Gold test when indicated
3. Stool examination
4. Dental examination

Other Special Examinations: (when indicated)

(Bio-chemical analyses
(X-ray of chest or other portion of body
Such as (Blood counts, sputum examination
(Ophthalmoscopic examination of eye grounds

A consultant should be called when necessary
for certain special examinations.

Regulation No. 19: Special Therapy

Hydrotherapy with wet pack or continuous tub will be given only on
written order of the physician.

Metrazol and insulin therapy will be given to a patient only after
written consent has been obtained from the responsible relative or guardian.

Fever therapy does not require the written consent of a relative or
guardian.

Regulation No. 20:

The Senior Physician shall assist the superintendent and clinical
director as directed by the superintendent.

All other physicians shall serve as directed by the clinical director,
or as the superintendent may request through the clinical director.

Regulation No. 21:

The Supervisor of Nurses in each state hospital shall be a registered
nurse, with previous experience in a supervisory capacity. She shall have super-
vising authority over all other nurses, supervisors and attendants, and all nurses,
supervisors and attendants shall serve on such duty as is assigned to them by the
supervisor of nurses.

Nurses and ward attendants are required to take their regular turn on
night duty.

The supervisor shall keep a daily record of assignments to duty through
the 24-hour period.

At the Feeble-Minded Institute a registered nurse shall have charge of the hospital for the acutely ill, and be assisted by a registered nurse.

Regulation No. 22: Inoculations

All employees are subject to the orders of the superintendent for such immunization inoculations or health tests as may be prescribed by the director.

Regulation No. 23: Uniforms of Nurses and Attendants

All nurses and female attendants and male attendants shall wear the uniform prescribed by the superintendent through the Chief Supervisor of Nurses and Attendants.

The superintendent shall prescribe the amount of laundry to which each employee may be entitled, but in no case may he allow an employee to include any other than his or her own personal laundry. An employee who lives outside the institution, but who is required to wear a washable uniform, shall be entitled to the laundering of the uniforms in the institution laundry.

Regulation No. 24: Fire Regulations

The superintendent shall formulate the necessary rules and regulations for the efficiency of personnel in fire protection. The chief engineer shall be held responsible for testing and keeping in working condition all station equipment against fire. The chief engineer will also act as fire chief and direct all personnel assigned to special duties to fight fire.

Regulation No. 25:

Fire drills shall be held at least once a week, and patients will receive special attention during these drills so that the patients will automatically respond to the call and take their places in marching to the fire exits or to the doors of the fire escapes. One of these weekly fire drills shall be held at night at least once in every three months.

Regulation No. 26:

The dietitian shall possess the qualifications already set forth by the Division of Personnel Efficiency. The dietitian shall have charge of the preparation of food in all kitchens, and the service of food in all dining rooms and wards. All employees in the main kitchen, congregate dining rooms and bakery will serve under the direction of the dietitian. The dietitian shall plan menus for patients and personnel, and write these one week in advance and submit them to the superintendent for his approval. There shall be cooperative arrangements with the dietitian and the receiver or business manager and head farmer, but the dietitian shall be responsible only to the superintendent's orders. The dietitian shall prepare monthly reports which show the character of the food served, and the per capita cost of the daily ration.

Regulation No. 27: Business Manager (or receiver or senior storkeeper when no business manager is employed)

The business manager shall have charge, under the direction of the superintendent, of the requisitions, receiving, storage and distribution of the supplies. He shall keep all such records as prescribed by the fiscal department of the State government. He shall assist the superintendent in all administrative work assigned to him by the superintendent.

Regulation No. 28: Property

The care of State property requires the cooperative interest of all officers and employees of the institution.

A system of property exchange shall be followed in each state hospital and in the Institution for the Feeble-Minded. The property will be defined into expendable and non-expendable property. All non-expendable property will be accounted for by the employee in charge of any division or section of the institution, as directed by the superintendent. Worn out property will be exchanged for usable property, and all worn out or useless property so exchanged shall be kept in a special store room for the inspector of hospitals to see and condemn.

for sale, destruction or other disposition. The exchange system shall be instituted by order of the superintendent of the institution when he feels that his organization is prepared to follow it.

Regulation No. 29: General Rules Relative to Employees

The hours of duty will be set by the superintendent through the heads of the different departments of the institution.

Vacations and absence from duty will be recorded and arranged for by heads of the departments of the institution, as designated by the superintendent.

Only those employees as prescribed by law will receive food and supplies from the institution. Members of families of employees will not be entitled to food or supplies unless specifically prescribed in the laws governing the State institutions.

The superintendent shall keep or assign those persons necessary to keep a service record of each employee.

When an employee resigns or is discharged, a report will be made to the director stating reasons for the resignation or discharge. Duplicate copies of these reports will be furnished for the Division of Personnel Efficiency.

Transfer of Employees:

Written consent of the superintendents concerned shall be required for the transfer of an employee who requests a transfer from one State institution to another. Such transfer must also be approved by the Director of the Division of Hospitals and Mental Hygiene and the Division of Personnel Efficiency before they are made effective. The law authorizes the director to transfer any officer or employee for special purposes.

Employment:

Before final appointment of any employee, the superintendent shall cause a physical and mental examination to be made either by himself or one of his pro-

fessional staff, and, even though otherwise qualified, the applicant shall be rejected if he is found to have any of the following disabilities or conditions:

1. Mental deficiency of such a degree that the applicant is unable to carry on his routine tasks without constant oversight or supervision.
2. Physical defects or diseases which prevent him from performing any or all the duties to which he may be assigned.
3. Marked emotional instability.
4. Evidences of alcoholism or drug addiction.
5. Slouchy, dirty, or otherwise markedly disagreeable personal appearance or habits.

Reemployment:

The reemployment of an employee who has been discharged from a State institution may not be done without the written approval of the superintendent who discharged him.

Number of Officers and Employees:

The number of officers and employees for each institution will be set by the Director of the Division of Hospitals and Mental Hygiene.

Regulation No. 30: Correspondence

All official correspondence with the Division of Hospitals and Mental Hygiene or with the Department of Welfare or with any other department of the State government shall be mailed by the superintendent to the Director of the Division of Hospitals and Mental Hygiene. The envelope shall be addressed to the director.

Employees may write to the director, but any such letter must be transmitted through the superintendent who shall forward the letter with his remarks.

Regulation No. 31: Correspondence with Relatives of Patients

The superintendent has the authority to make such arrangements as he deems most feasible for the correspondence with relatives of patients concerning

the welfare of the patients.

Regulation No. 32: Reports to be Submitted to the Department

The director will inform the superintendent of all necessary reports to be made to the department and what forms shall be used.

Regulation No. 33: Care of Patients

The institution was established for the primary purpose of care and treatment of the patients. It is the duty of every officer and employee to remember this, and conduct himself accordingly.

Regulation No. 34: Admission Routine

Each new patient shall be received in a special section of the hospital known as the receiving ward. There shall be a special ward for men and a special ward for women intended for the sole purpose of receiving and treating new patients.

The requirements of the State admission or commitment laws must be complied with in each admission.

The physician assigned to the receiving wards shall personally receive each new patient, and they shall be assisted by the nurse in charge of the receiving ward. The "Officer of the Day" shall receive new patients committed at night or any other time when the physicians in charge of the receiving wards are not on duty.

The clinical director will issue printed detailed instructions to nurses and attendants in each receiving ward for routine measures to be followed with each new admission.

Every effort will be made to give the patient a feeling of personal interest in his welfare.

Regulation No. 35:

The care of the patients' clothing and personal effects shall be prescribed by the superintendent in written instructions.

Regulation No. 36: Correspondence of Patients

Every patient shall be permitted to write to some relative or friend at least once in every two weeks, in the superintendent's discretion. If the patient is unable to write but desires to send a letter, such letter should be prepared by a proper person at suitable intervals.

If the patient has a guardian, the mail matter should be disposed of according to written directions of the guardian or committee.

Letters which are obscene, profane or otherwise objectionable, should be forwarded to the director, the guardian of the person, or disposed of according to instructions of the guardian or the clinical director.

Regulation No. 37: Reports of Accidents, Injuries, Escapes and Suicides

The superintendent or his delegate shall immediately investigate and report to the director all serious injuries or accidents, and all accidents or injuries in which an employee may be culpable, all escapes wherein the patient is not returned within twenty-four hours, and all suicidal attempts through which the patient sustains an injury.

In case of escape, vigorous search shall be made and the correspondent relative or friend be notified. One certain person employed in the institution shall be charged with the responsibility of carrying out all reports concerning the escaped patient.

The local police need not be notified in the discretion of the superintendent.

Regulation No. 38: Records of Paroled Patients

A record of parole shall be kept in each institution.

Parole cards (Form No. H-16) shall be filled out in duplicate - one for the office file and one for the patient.

Regulation No. 39:

No patient shall be permitted to leave the hospital on parole until he has a definite place to go, where he may be expected to receive reasonable care.

It may be necessary to take a patient to the county judge for arrangement for care.

Regulation No. 40: Burial of Deceased Patients

Religious burial services shall be required when a deceased patient is buried in the institution's cemetery.

Regulation No. 41: Immunization of Patients

New patients will be immunized against small pox and typhoid fever as soon as practicable after entry, and when the physical condition warrants it.

Regulation No. 42: Inspection of Hospitals

Systematic weekly inspections of all sections of the institution shall be made by the superintendent or his staff. A record shall be kept in the form provided for this purpose by the superintendent.

Regulation No. 43:

Reports of communicable disease shall be made in conformity with the regulations of the State Department of Health.

Regulation No. 44: Special Form to be Used to Report Injuries and Accidents. Report in Duplicate

- a. State whether accidental, etc.
- b. Whether witnessed by employees or patients, giving names.
- c. State disciplinary measures taken if employee was at fault.
- d. Names of those notified.

Regulation No. 45: Mechanical Restraint and Seclusion

Mechanical Restraint:

Mechanical restraint or seclusion may be employed only when it is necessary for surgical or medical reasons, or to prevent a patient from injuring himself or others.

The signed order of the physician is necessary for the use of mechanical restraint, and the attendants shall be instructed in the proper application of mechanical restraint. A full report of restraint or seclusion shall be kept from day to day.

Definition:

Mechanical restraint consists of any apparatus that interferes with the free movement of the patient, and which he is unable to remove. Only the camisole and restraining sheet may be used.

No patient may be continuously kept in restraint more than three hours. If restraint is necessary for a longer time, the patient must be released for an interval and the restraint then be reapplied. This does not apply to the Feeble-Minded Institute, where the Superintendent may use other special forms of restraint when approved by the Director of the Division of Hospitals and Mental Hygiene.

Seclusion:

A patient is in seclusion when at any time in the day or night he is confined in a room alone with the door closed so that the patient can not open the door from the inside.

Seclusion may be used only on order of the physician.

Dry packs shall not be used in the treatment of patients.

Wet packs shall be used only as a therapeutic measure, on order of the physician.

Records shall be kept of all restraint and seclusion.

Regulation No. 46: Visiting Days

Visiting days shall be designated by the superintendents, but Sunday shall be one of the designated days. The hours of visiting shall be arranged by the superintendent between 10 A.M. and 4 P.M., as suits the work of the institution. Attendants must not be permitted to discuss the patients' condition with visitors, who should be referred to the physician in charge for all information, or, in his absence, to the "Officer of the Day".

Visitors shall be treated with courtesy. In turn the visitors shall be required to obey the rules of the institution.

The superintendent is authorized to close the institution grounds against the entry of curious, careless and noisy drivers of automobiles.

Regulation No. 47: Employment of Patients Outside the Institution

No patient residing in a state hospital shall be employed outside the institution for private purpose.

Regulation No. 48: Patients Who Are Seriously Ill

The correspondent relative of any patient who is seriously ill must be notified of such illness.

The superintendent, the clinical director, and the chief nurse shall have a daily list of all patients who are listed as seriously ill.

The religious requirements of the seriously ill must receive the needed attention.

Regulation No. 49: Statistical Data on Patients

The monthly report on movement of patients shall be made to the director within six days after the close of each month.

In preparing statistical data, the State institutions shall follow the detailed directions of the following manuals:

Institutions for the Mentally Ill:

The Statistical Manual of the American Psychiatric Association,
Published by the National Committee for Mental Hygiene;

Institution for the Feeble-Minded:

The Statistical Manual for the Use of Institutions for Mental
Defectives, published by the National Committee for Mental Hygiene.

Regulation No. 50: Legal Protection of Patients

The superintendent shall prevent the service of legal process on patients, or the signature of patients on checks, or the drawing of wills by patients, etc., except upon order of a judge of a Kentucky court of record. A patient in a state hospital may endorse checks without reference to this order, if the money is deposited in the institution's office to be made available for the patient's use, but not to exceed Fifty Dollars in one sum.

An order against serving legal process should be posted in the front hall of each institution.

Regulation No. 51: Transfer of Patients to Other Institutions of the State

Written orders of the Director shall be necessary for the transfer of a patient from one State institution to another State institution.

Regulation No. 52: Parole and Discharge of Patients

No patient is to be paroled if in the judgment of the staff he is homicidal, suicidal, destructive or dangerous to himself or others.

Information about the parolee shall be placed in the patient's history.

Escape shall be entered into the patient's record.

A patient absent one year shall be discharged.

A patient held on a criminal order or a warrant by the U. S. Government, who has escaped and is discharged from the books, may be re-admitted on the original court order.

The State shall not be liable to any expense incurred by a patient who is on parole.

The parole period shall extend to one year, or the patient may be discharged in less time, if the superintendent deems it advisable.

Parole may also be extended beyond one year, in the discretion of the superintendent.

Regulation No. 53:

Each attendant now on duty, and each new attendant, will be required to purchase a prescribed book on the care of mentally ill patients.

All attendants shall be given at least twelve hours of instruction by the medical staff and the registered nurses. These classes should be held at least three times a year for new attendants.

Regulation No. 54:

The superintendent is authorized to assign office space to each assistant physician in that part of the institution where the physician may best serve the patients assigned to him. An office in the physician's most important ward is considered the place for his best service.

Regulation No. 55:

All patients with active tuberculosis shall be segregated from all other patients and given special treatment for the care and cure of tuberculosis. A special section shall be provided for each sex.

Regulation No. 56:

Whenever notified by the proper authorities or responsible relatives that a patient has been legally committed to the State mental hospital, the superintendent therof shall send one or more experienced attendants to call for the patient and accompany him to the hospital. In case of a female patient, there shall always be at least one female attendant assigned to accompany the patient to the hospital.

Regulation No. 57: Care of Narcotic Drugs

The registered pharmacist, if one is employed, shall be held responsible for the care of the narcotic drugs.

If no registered pharmacist is employed, then the Clinical Director must assume charge of the care of the bulk of narcotic drugs. A special locked container shall be provided for this purpose.

A small number of tablets of the drugs in daily use may be placed in a locked cabinet in the pharmacy. Each physician would have a key to this cabinet, and any one who takes a drug from the cabinet should record the date, the drug and its amount, and the name of the physician, in a book kept in the cabinet. A daily check can then be made within a few minutes.

Regulation No. 58: Money Lending

No employee in a State institution shall be permitted to engage in the money-lending business with employees as his clients, and no employee shall accept money as a gratuitous fee from any patient in the institution, neither shall he borrow money from any patient, nor barter with them.

Regulation No. 59:

An "Officer of the Day" (referred to in Regulation No. 34) shall be designated by the Superintendent in every institution except the Feeble-Minded Institute. All physicians on the staff shall be required to take their turn at this duty except the Superintendent himself, and the Clinical Director. The term of duty shall be twenty-four hours, during which time the "Officer of the Day" may not leave the institution except by express permission of the Superintendent, who will designate someone else to take his place.

The duties of the "Officer of the Day" shall be prescribed by the superintendents along the same general lines as those required of such officers in hospitals operated by the United States Veterans Facility and the United States

Public Health Service, but such duties must always include keeping a "journal of the Officer of the Day", making routine rounds of all wards after 10 P.M., and being easily available and subject to call for every emergency.

Regulation No. 60:

The Superintendent shall keep an efficiency rating of every employee on blank forms provided by the Director of the Division of Hospitals and Mental Hygiene for that purpose.

Frankfort, Kentucky,
April 11th, 1939.

